

Received
5/14/12
Jaw

Master Calendar Event Request

Today's Date 5/14/12 Requested by: Andrea Levy

Contact Phone Number: 903-9293 email: alevy22@comcast.net

What: Name of Event: Yearbook Supply Sale
Description of Event: Sale of Supplies at Yearbook Distribution

When: Start: 5/25/12 Time: 9:00 AM PM
End: 5/25/12 Time: Noon AM/PM
Setup Time _____ AM/PM Depart Time _____ AM/PM (for trips)
Breakdown _____ AM/PM Return Time _____ AM/PM (for trips)

Where: Locations of Event: Quad

Who: SPS Groups Involved: All grades + Parent Volunteers
Grade: 6 7 8 9 10 11 12

Other Groups/Schools Involved: _____
Total Number of Participants: _____

About: Departments: _____

Activity Type: _____
(i.e. Social event, Baseball, Soccer, chess club)

Event Type: _____
(i.e. assembly, game, practice, meeting, dance)

Equipment Needed: 3 long tables, 4 chairs
(i.e. table, chairs, electronic, technical, sound, etc.)

Sporting event - Home _____ Away _____ (at: _____)

Setup Instructions: Set up L-shaped in Quad in area (grassy) in front of Quad Susan Walton's office

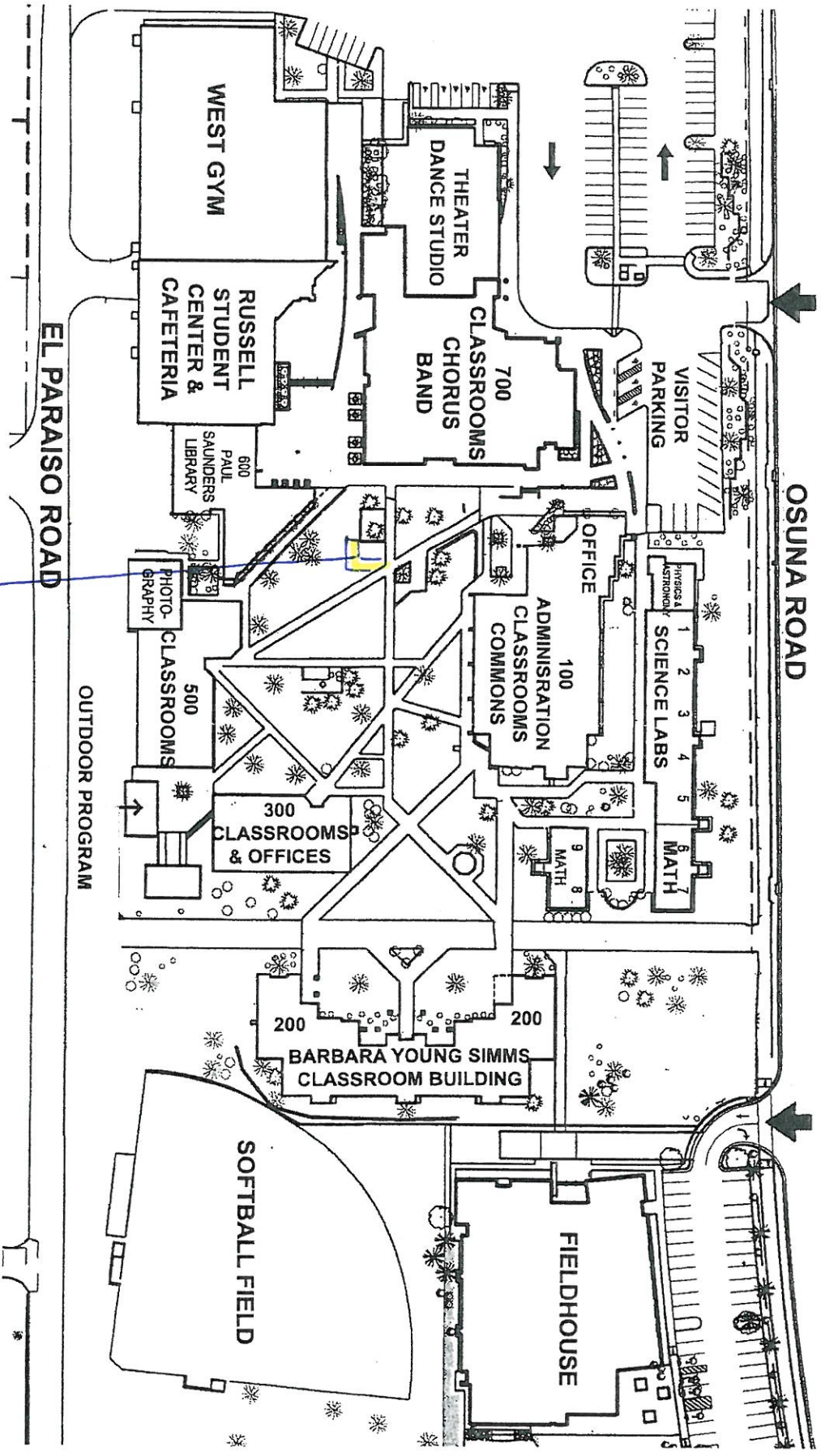
See setup

Documents to be Attached to file: _____

Events Coordinator Andrea Levy Director of Studies _____ IT Dept _____
Athletic Director _____ Maintenance _____ scanned _____
Business Office _____ Coordinator(s) _____ attach. _____

SANDIA PREP

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Yearbook Supply Sale Tables
3 rectangular tables
4 chairs